## 1967 EDITORIAL INDEX

"The most widely read, most often quoted magazine in the office field."

## **MODERN OFFICE PROCEDURES**

INDUSTRIAL PUBLISHING CO., 812 HURON ROAD, CLEVELAND, OHIO 44115 — 696-0300 OFFICES: NEW YORK • CHICAGO • LOS ANGELES • ATLANTA • LONDON

This is the scope and depth of editorial material that made MODERN OFFICE PROCEDURES the most widely read . . . most often quoted magazine in the office field in 1967.

It is the kind of editorial that creates an unexcelled selling environment for advertisers of office furniture, equipment, supplies and services.

ACCOUNTS RECEIVABLE/PAYABLE	ISSUE	PAGE
Electronic Watchdog of the Cashless Society Let Someone Else Pay Your Bills. Longhand Shortcut to Business Facts Map for Following a System. Office Buyer's Guide: Accounting Machines. Shortcut Speeds Magnetic Posting System Saves Small Office \$4,160 a Year Write the First Time	Oct. March . April . March Feb. Dec.	32 40 29 40 33 21 28 27
ADDRESSING		
Office Buyer's Guide: Addressing Machines	. June	31
ASSOCIATION ACTIVITIES & RESEARCH		
BEMA New Vistas for Progress .  BEMA to Feature New Technology .  DPMA to Show Latest Techniques & Equipment .  How to Judge a Safe .  NMA Exhibit Reveals New Microfilm Equipment & Techniques .  NSOEA Becomes NOPA .  NSOEA President Stresses Better Record Keeping Month to Office Executives .  NSOEA to Show Latest Office Products .  Why a Better Record Keeping Month .	Oct. June May May Oct. Feb. Sept.	39 56 60 65 52 45 34 60 17
BUDGETING		
Does Good Business Hurt Your Company?	. June . Feb. . March . Nov.	6 42 28 5 18
COMMUNICATIONS		
Convey Facts Fast	. March . Oct. . June . July . July . Aug. . May . March Nov.	35 27 32 14 24 14 33 35 22 24 43
CORRESPONDENCE/BUSINESS COMMUNICATION		
How Serious is Lack of Communication? How to Deal With Big Numbers How to Form the Plurals of Compound Words How to Write Small Sums & Percentages Keeping Politics Out of Your Writing Letter Writing & the Last 5 Years Office Buyer's Guide: Typewriters Respect the Privacy of Your Correspondents Those Kids Can't Spell Those Who Can Do Better—Should Ways to Draw a Flowchart	. June . Sept. July Nov. . Feb. . Dec. May . March . Aug.	49 71 75 47 67 59 21 67 32 47

			ISSUE	PAGE
COST ACCOUNTING ISSU	E P	PAGE	File For The Record	15
			Filing Standards: Does Your Office Measure Up? April	48
A Hospital Finds a Cure for Payroll Pains Sept.		32	Formula For Finding Forms Fast Oct.	29
A Plan for Secret Service		45	Going in Circles Speeds Service July	24
Convey Facts Fast		35	Hire an Office Specialist; Cut Record Keeping Costs April	5
Dress Watching/Pattern for Production Control Marc		27	How to Design a Record ,	54
		32	How to Judge a Safe ,	65
Electronic Watchdog of the Cashless Society Oct.			Is a Manual System Best?	53
How to Keep a Close Watch on the Time June	2	42	Map For Following a System April	40
How to Keep Figures in Women's Dresses Sept		40	Office Buyer's Guide - Conveyor, Rotary & Automatic Filing	40
Key Down on Copy Costs		18	Equipment	45
Office Buyer's Guide: Accounting Machines Marc	ch	33	Plane is the Post Politics	35
Part-Time Pill for Problem Solving	ch	22	Planning is the Best Policy	
Plan for Perpetuating Your Business June	1	35	Prescription for Efficiency April	34
Tailored-to-Fit Filing Systems April	1	20	Record Keeping: Unsung Hero of Profits April	18
Write the First Time June		27	Records Retention Timetable April	30
			Shuttle-Bug Filing	27
			Small Cost Items Make Big Systems Work	25
DICTATING			Steps to Guard Against Riot Damage Nov.	34
DICIATING			Tailored-to-Fit Filing Systems April	20
			The Prevention & Cure of Overstoring April	28
Office Buyer's Guide: Dictating Equipment Aug.		33	Tools to Put the Right Name in the Right Place Nov.	38
Prescription for Efficiency April	1	34	Your Office Equipment Dealer: Key to Better Record Keeping April	59
Talk Cuts Reporting Time in Half Oct.		16	Tool Office Equipment bedief: Key to better kecord keeping April	37
Twice the Typing With Fewer Hands Marc	ch	43		
Three the typing thin tener hands to the tener than the		40	FORMS & FORMS CONTROL	
			FORMS & FORMS CONTROL	
EDUCATION/TRAINING			Combination System Delivers the Goods Feb.	30
			Forms Pedal Bikes Through Production Cycle June	14
Business Courts its Biggest Critics		24	Formula For Finding Forms Fast Oct.	29
Does Your Education Investment Pay Dividends? Feb.		5	Going in Circles Speeds Service July	24
Education: Cure-all for Business Problems? Sept		5	Going in Circles Speeds Service	54
Floor Plan to Orient New Employees Feb.	0	27	How to Design a Record	
Col Charles Comproyees		18	Longhand Shortcut to Business Facts	29
Grads Shun Business Careers Sept			Make Chart Easy to Keep Up-to-Date June	34
How to Equip & Furnish Company Classrooms July	1	14	Perforate Problem Forms	45
How Women Will Change Offices by 1972 Aug.		28	System Saves Small Office \$4,160 a Year	28
Is There a Gap Between Education & Business? Sept		16	Tailored-to-Fit Filing Systems April	20
Let's Learn How to Use Machines May	,	5	The Smooth System That Eases Shipping Oct.	26
Talk, Baby, Talk Nov		5	What You Should Know About Carbonless Papers July	33
Ways to Draw a Flowchart Aug.		18	Write the First Time	27
ELECTRONIC APPLICATIONS			FURNISHINGS & LAYOUT	
Bache Moves III	ch	36	A Capital Idea for Utilizing Space June	52
Bache Moves Up	411	18	A Plan for Secret Service	45
Card Game Isn't a Gamble July			A Plan for Secret Service	39
Data Travels at Speed of Light June		56	An Office With Winning Ways Feb.	
Electronic Watchdog of the Cashless Society Oct		32	Bache Moves Up	36
Engineering Records System Saves 3 Ways		17	Beautiful Offices for an Unknown Tomorrow Nov.	36
Forms Pedal Bikes Through Production Cycle June	8	14	Direct Distance Filing	35
Going in Circles Speeds Service July	1	24	Does Traditional Suit You?	38
How to Care for Magnetic Tape		16	Glass Widens Office Horizons	41
How to Keep Figures in Women's Dresses Sept		40	How to Combat Noise	30
Longhand Shortcut to Business Facts	ch	29	How to Equip & Furnish Company Classrooms July	14
Office Buyer's Guide - Accounting Machines Marc	ch	33	How Women Will Change Offices by 1972 Aug.	28
Only Vey Can Make the Decisions!	611	5	Mail Coston Manay in Maties	16
Only You Can Make the Decisions! Oct.	· L		Mail System Keeps Money in Motion	
Part-Time Pill for Problem Solving	cn	22	Management Goes to Town	36
Payroll: A Fringe Benefit of Communications Nov		24	Planning is the Best Policy April	35
Procedure for Prompt Performance July	1	28	Prescription for Efficiency April	34
Shortcut Speeds Magnetic Posting		21	Put Color to Work in the Office Aug.	32
Shuttle-Bug Filing	,	27	Quick Way to Expand June	55
Tailored-to-Fit Filing Systems Apri	11	20	Shedding New Light on Office Work Feb.	24
The Smooth System That Eases Shipping Oct.		26	Soft Walls Solve Noise Problem Oct.	52
Tools to Put the Right Name in the Right Place Nov	1.	38	Space Savers for Lounge & Lockers June	51
Tools to For the Algin Paine in the Algin Flace	. 0	30	The Outland for Office Planning & Europeine	18
			The Outlook for Office Planning & Expansion Nov. The Scientific Marriage of Plant & Office Aug.	22
FILING & RECORDS PROTECTION				
			INVENTARY CONTROL	
Concepts in the Making	il	37	INVENTORY CONTROL	
Direct Distance Filing	H	35	Cond Come India a Combin	10
Engineering Records System Saves 3 Ways	•	17	Card Game Isn't a Gamble July	18

ISSUE	PAGE		
Formula For Finding Forms Fast	29 40	PRINTING/DUPLICATING ISSUE	PAGE
Write the First Time	27	A System With Spirit	44
LIGHTING, SOUND CONTROL		Engineering Records System Saves 3 Ways Feb.  How to Duplicate Savings Aug.	17 26
Glass Widens Office Horizons	41	Key Down on Copy Costs	18 27
How to Combat Noise	30 24	Office Buyer's Guide: Paper Cutters Oct. Office Buyer's Guide: Spirit & Stencil Duplicators Feb.	36 35
Snap Quiz on Lighting Care Sept.	49	Tailored-to-Fit Filing Systems April	20
Soft Walls Solve Noise Problem	52	The Copier Evolution: An Industry Report . Sept. Tools to Put the Right Name in the Right Place . Nov. What's Happening in Duplicating? Dec.	23 38 37
MAILROOM		mais happening in Dopiteding:	07
Mail System Keeps Money in Motion	16	PRODUCTION CONTROL	
Office Buyer's Guide: Mailroom Scales July	21 49	A.C West C. I.	
Office Buyer's Guide: Postage Meters & Mail Inserters Nov. Shortcut Speeds Magnetic Posting Feb.	21	A System With Spirit Sept.	44
Tools to Put the Right Name in the Right Place Nov.	38	Desktop Computer Solves Equations	h 27
		Engineering Records System Saves 3 Ways Feb. Forms Pedal Bikes Through Production Cycle June	17 14
PAYROLL		How to Keep a Close Watch on the Time, June	42
A Hospital Finds a Cure for Payroll Pains	32		
Direct Distance Filing	35 20	PURCHASING	
Instant Skills for Hire	5	A System With Spirit Sept.	44
Making a Man Mad With His First Paycheck Nov. Office Buyer's Guide – Accounting Machines March	42 33	Card Game Isn't a Gamble July	18
Payroll: A Fringe Benefit of Communications Nov.	24	Combination System Delivers the Goods Feb.	30 29
Vacation Time Boon or Disaster? July	5 27	Formula For Finding Forms Fast Oct. How to Keep Figures in Women's Dresses Sept.	40
Write the First Time	21	Let Someone Else Pay Your Bills Oct.	40
PERSONNEL		Map for Following a System	40 26
TENOUTIEE			
Are We Deceitful About Hiring?	18 21	RECEIVING	
Business Courts its Biggest Critics	24	A System With Spirit	44
Can Your Health Stand the Office Pressures?	16 37	How to Keep Figures in Women's Dresses	40
Concepts in the Making	6	Let Someone Else Pay Your Bills Oct.	40
Does Your Education Investment Pay Dividends? Feb.	5	The Smooth System That Eases Shipping Oct.	20
Education: Cure-all for Business Problems?	48	ON TO OPPER	
Floor Plan to Orient New Employees	27 5	SALES ORDER	
How to Equip & Furnish Company Classrooms July	14	A System With Spirit	44
How Women Will Change Offices by 1972 Aug.	28 20	Combination System Delivers the Goods Feb.	30
Instant Skills for Hire	16	Dress Watching/Pattern for Production Control	27
Is Your Office Heading for an Accident? Nov.	28	How to Keep Figures in Women's Dresses Sept.	40
Know When to Shut Up	5 5 5	Let Someone Else Pay Your Bills Oct. Longhand Shortcut to Business Facts	40 29
Let's Learn How to Use Machines		Map for Following a System	40
Make Chart Easy to Keep Up-to-Date June	34 42	Procedure for Prompt Performance	28
Making a Man Mad With His First Paycheck Nov. New Attitudes Toward an Old Problem May	39	Tailored-to-Fit Filing Systems	20
Payroll: A Fringe Benefit of Communications Nov.	24	, , , , , , , , , , , , , , , , , , , ,	
Respect the Privacy of Your Correspondents May Start a Five-Year Plan to Improve Your Office March	67 5	SHIPPING	
System Saves Small Office \$4,160 a Year Dec.	28		
Talk, Baby, Talk, Nov.	5	A System With Spirit	44 18
The Case for Tough-Minded Managers June The Firing Ordeal	21	Card Game Isn't a Gamble July Combination System Delivers the Goods Feb.	30
Vacation Time Boon or Disaster? July	5	Dress Watching/Pattern for Production Control	27
What You Need to Motivate Oct,	48	Let Someone Else Pay Your Bills Oct.	40

	ISSUE	PAGE
Longhand Shortcut to Business Facts	. March	29
Mail System Keeps Money in Motion	. May	16
Office Buyer's Guide: Mailroom Scales	. July	21
Office Buyer's Guide: Postage Meters & Mail Inserters	Nov.	49
Procedure for Prompt Performance	July	28
The Smooth System that Eases Shipping	Oct.	26
Tools to Put the Right Name in the Right Place	Nov.	38
SPECIFICATION CHARTS		
Office Buyer's Guide: Accounting Machines	March	33
Office Buyer's Guide: Addressing Machines Office Buyer's Guide: Conveyor, Rotary & Automatic	June	31
Filing Equipment	. April	45
Office Buyer's Guide: Copying Machines. Office Buyer's Guide: Dictating Equipment.	. Sept.	27 33
Office Buyer's Guide: Intercom Systems	. Aug.	35
Office Buyer's Guide: Mailroom Scales	July	21
Office Buyer's Guide: Paper Cutters	. Oct.	36
Office Buyer's Guide: Postage Meters & Mail Inserters	. Nov.	49
Office Buyer's Guide: Stencil & Spirit Duplicators		35
Office Buyer's Guide: Typewriters	.Dec.	21
SUPPLY & EQUIPMENT DATA		
Filing Standards: Does Your Office Measure Up?	. April	48
Is it Time to Replace Your Office Equipment?	. Feb.	28
New Products ReviewAccounting, Adding & Calculating	lan	22
Machines	lan.	27
New Products ReviewData Processing	. Jan.	20
New Products Review Dictating Communications Equipment	. Jan.	39
New Products ReviewDuplicating, Printing Machines		0.5
and Supplies	Jan.	25 47
New Products Review Firing Equipment  New Products Review Forms, Paper, Envelopes, Calendars,	Jan,	4/
Labels, Binders	. Jan.	36
Labels, Binders	. Jan.	43
New Products ReviewGeneral Supplies	. Jan.	56
New Products Review Mail Handling & Addressing Equipment		33 38
New Products ReviewMicrofilm Equipment		54
New Products ReviewPaper Handling	. Jan.	30
New Products ReviewPartitions, Shelving	. Jan.	50
New Products ReviewSchedule Boards, Charts	Jan.	52
New Products ReviewTypewriters	Jan.	35
Records Retention Timetable	April	30 25
Tools to Put the Right Name in the Right Place	Nov.	38
Typewriters: Still the Key to Office Work	March	40
What You Should Know About Carbonless Papers	July	32
SURVEYS		
Is There a Gap Between Education & Business?	. Sept.	16
The Outlook for Office Planning & Expansion	. Nov.	18
What's Happening in Duplicating?	. Dec.	37
INSURANCE		
Can Your Health Stand the Office Pressures?	March	16
Is Your Office Heading for an Accident?	Nov.	28
Plan for Perpetuating Your Business	June	35
Planning is the Best Policy	Nov	35 34
Using Insurance to Strengthen Your Lease	Dec.	33